



U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Vienna		2. AGENCY Department of State		3a. POSITION NO. <b>NEW</b>
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A52673				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces: Position No. _____ (Title) _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position Temp PT position during PT maternity leave of incumbent of Eng Techn position (FTE used from remainder hours). Temporary until 3-2020 <input checked="" type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade
a. Post Classification Authority RSC Frankfurt		Administrative Assistant FSN-0105		07
6. POST TITLE POSITION (if different from official title) Administrative Assistant		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION American Embassy Vienna		a. First Subdivision Joint Management Office		
b. Second Subdivision Facilities Management		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Typed Name and Signature of Employee Date (mm-dd-yyyy)		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  Alicia Dasso, FM _____ Typed Name Signature of Section Chief of Agency Head Date (mm-dd-yyyy)		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with the appropriate 3 FAH-2 standards.  Jacqueline Fields, HRO _____ Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION Administrative Support Assistant to the two U.S. Direct Hire Facility Managers, three Facility Engineers, Maintenance Supervisor, Work Scheduler/Planner and various technicians and workers. Has limited signing authority with permission to act and speak on their behalf while representing the Facilities Management Section. Responsible for all of the day to day administrative and fiscal tracking. Incumbent is the primary public contact and is the Time and Attendance clerk for the entire section.				
14. MAJOR DUTIES AND RESPOSIBILITIES <span style="float: right;">% OF TIME</span> Administrative support position in the maintenance operation, responsible for all day to day 30% administrative activities. Incumbent keeps Facility Managers, Engineers, Maintenance Supervisor and Planner apprised of on-going activities, including emergencies, throughout the day. Coordinates administrative and fiscal support with Financial Management Office, General Services Office, Procurement and Housing Office. In case of emergencies contacts appropriate Facilities staff and or contractors. Maintains office calendars for the Facility Managers and Engineers in order to coordinate work flow and meetings. Sets up and coordinates meetings, training seminars and conferences for the Facilities staff and occasionally OBO FAC. Answers, screens and				

transfers calls to appropriate staff members. Opens, sorts and distributes incoming correspondence, including faxes and email. Signs for deliveries and arranges for distribution to appropriate Facilities staff. Prepares responses to correspondence containing routine and non-routine inquiries. Provides translation of important documents for the Senior Facility Manager. Performs general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, and filing. Collects and maintains inventory of office equipment and supplies. Arranges for the repair and maintenance of office equipment. Communicates and coordinates projects and maintenance support activities between Embassy Bratislava and Vienna on behalf of the Facility Manager. Assists in special events, such as Fourth of July party at all three missions.

40

Responsible for purchase order and BPA processing. Checks all maintenance procurement actions for accuracy; copies and files all procurement and BPA requests. Obtains Facility Manager and/or engineer confirmation/approval prior to passing to the Financial Management Center (FMC). Monitors BPA funding allotments and requests replenishment when funding levels become low. Responsible for investigating unobligated purchase orders and reporting status to FM and FMO. Submits ARIBA request on behalf of the FM and Engineers. Tracks and prepares reports on the status of requests. Creates, modifies and processes documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or ALMS/ARIBA and COAST. Maintains electronic and hard copy filing system which include advise of allotments, COAST reports, purchase orders and BPAs, etc. Monitors and assists with maintenance of the information on the Facilities shared drive. Prepares ICASS reports that provide annual workload counts and net square footage for all Government Owned and Capital Leased (CL) properties.

15

Prepares Time and Attendance reports for the Facilities Maintenance Management Staff and submits completed report to the Facility Manager for approval and signature for each pay period. Maintains records for overtime hours, annual and sick leave for Section staff.

Serves as Section Petty Sub-Cashier, managing an account of \$1,000 that is used for urgent micro purchases for the Section, keeping detailed records and preparing replenishment vouchers.

10

Processes all Facility Management office electronic Country and Contractor Clearance Requests with the Joint Management Office (JMO) and Regional Security Office (RSO). Requests clearance/worker/vehicle data from companies/ contractors and all necessary forms. Processes all Vehicle Access Requests (VAR) to facilitate Facility access in a timely manner as to not delay project start dates. Receives all Facilities Country Clearance Requests. Processes requests including obtaining approvals, coordinates hotel arrangements and informing requestors of any restrictions or lack of services. Manages Government Owned, Capital Lease and Operating Lease key inventory and associated Key Management System hardware and software.

5

Other duties as assigned. May assist the Scheduler/Planner with inputting, changing and closing out work orders in the Post Administrative Software Suite (PASS) Work Orders for Windows (WOW). Supports the Facility Manager/POSHO with safety and health committee meetings issues, prepares agenda for SHEM Committee Meetings, takes notes during all meetings. Prepares meeting minutes to distribute to committee members.

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:  
Secondary school diploma and up to two years of college or university studies in business administration, management, accounting, finances, sciences, languages or general/liberal arts studies. (Equiv. to Austrian Matura) Strong background and training in secretarial and office management specialist skills are desirable.

- b. Prior Work Experience:  
Two to three years of progressively responsible work experience in secretarial or administrative office management including budgeting, financial management and a customer service focused environment.

- c. Post Entry Training:



Completion of all online training: SharePoint, E-Services, E2 Travel, ILMS, Work orders for Windows, etc. in first three months of employment.

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)  
English Level 4  
German Level 4
- e. Job Knowledge:  
Must be knowledgeable in Department of State and OBO administrative practices, office procedures and all aspects of our maintenance operation, familiar with OBO SharePoint site and 15FAM. Must be an effective office manager and coordinate with all sub-units of the section.
- f. Skills and Abilities:  
Excellent computer skills, office filing skills, procedural skills and interpersonal skills required. Level II typing required and Microsoft Office Suite including Microsoft Word, Excel, Outlook and SharePoint skills. Ability to deal with a broad range of personnel (maintenance crew, supervisors, ambassadors and DCMs.) Incumbent must be able to work in a fast –paced environment and be able to independently prioritize work schedules. Must be able to maintain a calm demeanor when dealing with difficult customers in a sometimes emotionally charged atmosphere. The need for high organizational skills is demonstrated by the typical budget amount in excess of \$1.5 million and a utility budget in excess of \$2,000,000. Must be proficient in use of databases to be able to retrieve this information and present it in a usable and understandable format. Ability to process, track, analyze, and present financial information.

16. POSITION ELEMENTS

- a. Supervision Received:  
Direct supervision is provided by the Senior Facility Manager.
- b. Supervision Exercised:  
None, however may at times provide guidance and training to office staff and fulfill supervision duties in connection with summer hire program.
- c. Available Guidelines:  
6 FAM, 15 FAM, relevant Department of State unclassified cables, GMMS manual, Post Maintenance Practices and T&A Users Guide. OBO Facility Maintenance Handbook and Guide, Housing Handbook, and SHEM regulations.
- d. Exercise of Judgment:  
Excellent judgement required, often in the absence of defined guidelines and in part due to the varied nature of our maintenance operation work requirements. Must identify problems and suggest and implement solutions. Must establish priorities with Facilities Management and focus attention in appropriate manner. Must draft appropriate correspondence for dealing with in-house employees, customers, contractors, and vendors depending on each unique situation.
- e. Authority to Make Commitments:  
Limited signing authority for the Facility Managers. May direct emergency calls to local contractors using existing contracts and purchase orders within guidelines established by the Facility Management and Post.
- f. Nature, Level, and Purpose of Contacts:  
Coordinates with all levels of posts management, American officers, Locally Engaged Staff, family members, throughout the Tri-Missions and local suppliers, vendors, and contractors. Directs contact with all units of the Joint Management Office for the purpose of coordinating, invoice processing and accounting funds, and with OBO Washington based staff, to provide information on projects and assistance with visits to Post.
- g. Time Required to Reach Full Performance Level:  
Six months.